

REC SPONSORED WALK



40th Anniversary Year

A short guide to collecting sponsorship online

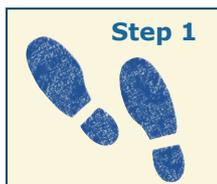
Sophie Agrotis is taking part in the Spitalfields Sponsored Walk. In this short guide she details how you can set up your fundraising page.

So, you've decided to join a sponsored walk, or maybe organise one in your local area. The REC will be using Virgin Money Giving to collect sponsorship online - below is all the information you need in getting started.

Organising Teams

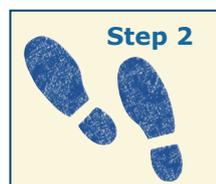
Firstly, if you are a member of an organising team, I will set up an event page for the walk... Just e-mail me the details (date, time, place, a route - if you have one, and a contact name and address) to sponsoredwalk@religiouseducationcouncil.co.uk and within a couple of days your event should be up on the website: uk.virginmoneygiving.com. If your second chosen charity is registered with Virgin Money Giving, we'll set up the event so that proceeds are divided equally between the RE Council and your second charity. If not, the REC guarantees that it will donate half of the money raised to them after all of the sponsorship is collected. When you've heard from me that your event has been set up, you'll need to send the information to everyone taking part in your walk, and ask them to set up a personal sponsorship page.

Setting Up a Personal Sponsorship Page



Step 1

On the Virgin Money Giving home page, you'll see a search box that says "Donate to Charity". Use this to search the website for the **RE Council**. We will be the first result on the next page. Click through to our charity page, then on the left hand side, click on "Events"



Step 2

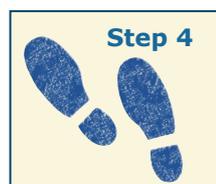
Find your local sponsored walk in the list of events. Make sure you pick the right location! Click on the 'i' in the blue circle to be taken through to the event.

Event	Date	Time	Location	Find out More
40th Anniversary Sponsored Walk - Spitalfields	17 May 2013		London	



Step 3

Click on:

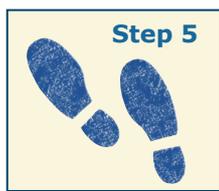


Step 4

For most people on the next page, you'll need to select the option which says "Just Me". However, if you're raising money collectively with a partner, friend, or small team then you can select "with others" - which will give you the option of making a team page. If you want to you can set up a target. We're hoping that people will aim to raise at least £100 sponsorship,

and you can also set a time limit for how long after the event you want to keep raising money – we suggest three months. Where you are asked if the charity has contributed to the cost of the event, click “No”.

sponsors and send the money to us by post. And don't forget to ask everyone who sponsors you and pays taxes to tick the GiftAid box!

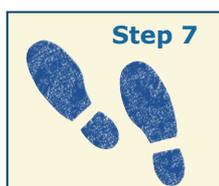


Step 5 If you haven't already got an account with Virgin Money Giving, you'll need to set one up at this stage. This only takes a few seconds, and you'll need an e-mail address.



Step 6 The next screen will take you through to set up your page. This is very straightforward, with options to upload a picture, or add to the description of the event and why you're taking part. You don't have

to do this, though – you can always copy and paste from the event details, or even from my fundraising page! You can go back at any time to edit your page and add or change the picture or description.



Step 7 Voilà! You're all set up now. The next bit is easy – share your page with friends, on Facebook, Twitter, by e-mail or in any other form. I've already got my first donations. Click on my below page for ideas. And if you, or some of your sponsors, feel you'd prefer not to do this online, this needn't stop you from collecting sponsorship offline instead. A form will be available to download from our website where you can take details of your



What else can I do to help?

Sponsor a Walker

If you're not going to be able to take part in a walk yourself, but would like to contribute by sponsoring somebody, you can search for them on the Virgin Money Giving site, in the box that says "sponsor your friend". You can also find them by searching for the event they are walking in (just follow steps 1 and 2, and then at the bottom of the event page find your friend in the "Who's taking part" section).

Donate directly to the REC

You can also donate directly to the RE Council on our organisation page. Follow step 1, but instead of clicking in "events" go to "Make a donation". This can be done by credit or debit card, or Paypal.

Thank you!

Thanks for getting involved – we really do appreciate every little bit of help and support we receive.